

**JUNIOR COMMISSIONED OFFICER STUDENT TRAINING AND EXTERN PROGRAM (JRCOSTEP)
STATEMENT OF DUTIES**

1. AGENCY / PROGRAM	BUREAU / INSTITUTE / CENTER / DIVISION
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2. BRANCH	SECTION
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3. DUTY STATION ADDRESS AND PHONE NUMBER

4. DATES OF ASSIGNMENT	Start	End
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5. ASSIGNMENT SETTING

6. JRCOSTEP RESPONSIBILITIES

7. TRAINING TO BE RECEIVED ON THE JOB

8. JRCOSTEP PRECEPTOR *(Name, Title, Address, and Phone Number)*

9. MINIMUM QUALIFICATIONS FOR JRCOSTEP

10. CATEGORIES *(Mark all applicable categories)*

Medical Dental Nurse Engineer Scientist Environmental Health

Veterinary Pharmacy Dietetics Therapy Health Services *(Specify)* _____

11. AGENCY / PROGRAM REPRESENTATIVE	Signature	Date
	Name and Title <i>(Please type or print)</i>	

12. DCP JRCOSTEP REPRESENTATIVE	Signature	Date
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INSTRUCTIONS FOR COMPLETING JRCOSTEP STATEMENT OF DUTIES, FORM PHS-6279

For information on JRCOSTEP, see INSTRUCTION 4, Subchapter CC25.2, Commissioned Corps Personnel Manual (CCPM). The CCPM is available on the Division of Commissioned Personnel's Web site -- <http://dcp.psc.gov> -- click on Publications.

GENERAL

- Prepare a typed copy of form PHS-6279 for each assignment.
- Send form(s) to your Agency/Program JRCOSTEP organizational representative for review.
- The Agency/Program JRCOSTEP organizational representative will forward the form(s) to:
Division of Commissioned Personnel
ATTN: JRCOSTEP Coordinator
5600 Fishers Lane, Room 4A-18
Rockville, MD 20857-0001
- An approved form PHS-6279 will be:
 - a. Signed by the Division of Commissioned Personnel's JRCOSTEP Coordinator; and
 - b. Distributed to:
 - (1) Agency/Program JRCOSTEP organizational representative -- 2 copies (one for immediate supervisor)
 - (2) JRCOSTEP participant in orders packet

SPECIFIC

- Items 1 - 4 Self-explanatory.
- Item 5 Describe the setting in which the student will work. Example: XYZ Medical Center serving 15,000 residents. Comprehensive health services are provided by a health team of physicians, nurses, dentists, etc. The student will work with selected cases from the hospital's outpatient load of 54,000 visits annually.
- Item 6 JRCOSTEP Responsibilities examples: (70% participant's time)
 - a. Assist with physical examination of selected patients. Calculate major health hazards for each patient and assist with the development of a preventive medical program to reduce health hazards.
 - b. Collect water samples for laboratory examination and assist with analysis of same.
 - c. Assist with the nursing care of medical and surgical patients and administer authorized medications and treatments.
- Item 7 Training Activities examples: (30% participant's time)
 - a. Will be introduced to epidemiology of major clinical entities of cancer.
 - b. Will participate in staff meetings and in-service education programs.
 - c. Will receive orientation on the Public Health Service (PHS) Commissioned Corps.
- Item 8 Preceptor:
Identify a senior level staff member, preferably a PHS Commissioned Corps officer, who will be responsible for the conduct of the training experience and the orientation program.
- Item 9 State whether a 2nd, 3rd, or 4th year baccalaureate student is desired, or whether a student in a graduate program or a 1st, 2nd, 3rd, or 4th year medical, dental, or veterinary student is desired.
- Item 10 State discipline desired. Examples are: Physician, Engineer, Veterinarian, Therapist, Dentist, Pharmacist, Dietitian, Nurse, Environmental Health professional, Scientist, Health Record Administrator, Social Worker, Optometrist, Podiatrist, Medical Technologist, Health Educator, Physician Assistant, Hospital Administrator, Psychologist, or Physicist.
- Item 11 Self-explanatory.